

FOR INDIVIDUALS FILING VIA THE ONLINE APPLICATION

Dear Applicant:

These forms are to be used by applicants who have completed the Texas Board of Nursing online application for initial licensure by Endorsement in Texas. In order to continue the application process, you must do the following:

1. **All applicants by examination must pass the Texas Nursing Jurisprudence Examination.**

You must pass this examination prior to being issued a permanent license.

Instructions on taking the Texas Nursing Jurisprudence Examination: Fifteen business days after you submit the examination application and fee to the Texas Board of Nursing, you will be eligible to take the online nursing jurisprudence exam at <http://www.bon.texas.gov/olv/je.html>. Follow the instructions to log on and complete the examination.

The examination is based on the Texas Nursing Practice Act (NPA) and the Texas Board of Nursing Rules and Regulations. We recommend that you view a copy of the NPA and Board Rules and Regulations from our website by going to www.bon.texas.gov, and click on "Nursing Law and Rules." An online jurisprudence prep course is available on the Board's website: <http://www.bon.texas.gov/olv/je-course.html>. This course is voluntary and contains information about the NPA and Rules and Regulations of the Texas BON. You may also purchase a hard copy of the NPA and Rules and Regulations by downloading the Publications Order form from our website under "download other paper applications and forms". (Return the form and fee to the address located at the top of the form).

The examination is a maximum of two hours in length. If you are not successful in passing the examination or if the system locks up, you may retake the examination again after 24 (twenty-four) hours has elapsed from the previous attempt. The cost of the examination is included in your application fee. Again, you must pass this examination before the Texas Board of Nursing will issue the permanent license.

2. Criminal background checks are performed on all applicants for Licensure in Texas. A criminal background check must be completed through the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) based on the set of fingerprints you provide to MorphoTrust. **The BON cannot accept fingerprint cards or criminal background check results mailed by the applicant, or results that were completed for another facility, even if the previous check was completed through DPS and FBI.** The following information will assist you in submitting the required fingerprints to our office:

For applicants residing in Texas, The instructions on the Fast Pass labeled 'Applicants residing in Texas' will assist you in scheduling your appointment. Log on to the IdentoGO website, <http://www.identogo.com> or call 1-888-467-2080. If you are scheduling by phone, you will need to request an "Electronic Fingerprint Submission" appointment. You will be prompted by IdentoGO for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. Requested data is required by TXDPS and FBI to process the background check.

All necessary fields on the attached FAST Pass must be completed and taken to your appointment along with a valid state issued identification. During the fingerprint appointment you will be prompted for Social Security Number and Driver License Number. You will also be required to have your photograph taken at the time of the appointment. Once the appointment is completed you will be provided with a signed receipt which includes the Tracking Control Number (TCN); please retain this receipt for your records. The fingerprints, demographic information, and photograph will be sent to TXDPS for processing. Once the background check is completed, the Criminal History Record Information, based upon the fingerprint submission, will be provided electronically to the BON via a Secure Website account.

Note: MorphoTrust (IdentoGO) cannot transmit electronic submissions from MorphoTrust sites located outside the state of Texas. If you are located outside the State of Texas then follow the directions below.

For applicants residing outside Texas, You will need to use the FAST Pass labeled 'Applicants residing outside of Texas' and obtain a standard FBI fingerprint card from the BON, a local law enforcement agency, embassy, or IdentoGo Service Center near you. You will need to locate a fingerprinting service in your area to complete the fingerprinting card with your fingerprint images. You will then register your ink card submission

by logging on to the Identogo website, <http://www.identogo.com> or by calling 1-888-467-2080. If you are scheduling by phone, please request an "Electronic Fingerprint Submission". You will not schedule a fingerprint appointment; you are only registering your ink card submission. When registering your submission you will be prompted for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. Individual's signature and registration identification number (RegID) must be on the FAST Pass form. Please print legibly. Requested data is required by the Texas Department of Public Safety to process your background check. All the information requested on the form is required.

You will need to obtain a complete, legible set of fingerprints on the approved fingerprint card. The cost for obtaining an ink card may vary and is not included in the Texas Background check fee. Cards must be mailed to the vendor. The following information regarding person whose record is to be searched, must be completed on the fingerprint card. Please print legibly: Printed last name, first name, middle name of individual, including all alias names. Sex, race, date of birth, Social Security Number and the individual's signature must be on the fingerprint card. Please note that Identogo Service Centers outside the State of Texas cannot submit fingerprints electronically for a Texas background process.

Mail Fingerprint Card and FAST Pass to:
MorphoTrust USA
Texas Cardscan Processing
1650 Wabash Avenue, Suite D
Springfield, IL 62704

The Texas Board of Nursing does not make judgments regarding the fingerprints that are submitted. Occasionally the DPS and/or the FBI will notify the BON that the fingerprints submitted were not usable and/or readable and therefore have been rejected. The BON will notify the applicant that a rejection has been received and another set of fingerprints is required. The BON can only submit a request to initiate a name search on your behalf if our office has received two (2) quality rejections from the FBI. A rejection for any other reason (i.e. smudging, impressions too light etc) would not count towards this requirement.

NOTE: If you have any questions regarding the F.A.S.T. process, please feel free to contact the Fingerprint Services Unit at fingerprint.service@txdps.state.tx.us or (512) 424 – 2365, option 6.

3. The BON must receive a verification of licensure from ALL states, US territories, provinces and/or countries where you hold or have ever held a nursing license, even if the license was never used, is inactive, delinquent, or invalid. This is the responsibility of the applicant, not the BON. **You will need to provide a verification of licensure from the state in which you took the NCLEX Examination, regardless if they issued a license; the NCLEX Results are not acceptable for the purpose of verifying an applicant took and passed the NCLEX.**

PROCEDURE FOR THE VERIFICATION OF LICENSURE (VOL) FORM(S) ARE AS FOLLOWS:

Requesting a verification of license from a Nursys participant:

If you hold or have held an RN or LVN/LPN license in any of the states that participates in the national database NURSYS, go to www.nursys.com to complete a verification request and pay the appropriate fee. Once you complete that process, the Texas BON will have access to the needed license verification report. (To view a list of the participating states go to www.nursys.com and click on "participating board of nursing") **You will need to provide a verification of licensure from the state in which you took the NCLEX Examination, regardless if they issued a license; the NCLEX Results are not acceptable for the purpose of verifying an applicant took and passed the NCLEX.**

TEXAS BOARD OF NURSING VERIFICATION OF LICENSURE FORM:

If you hold or have held an RN or LVN/LPN license in any other state/nursing jurisdiction(s), **other than those listed on the NURSYS website**, you **MUST** submit the Texas Board of Nursing Verification of Licensure Form to that appropriate state/nursing jurisdiction(s) for completion. If you need to submit this form to multiple nursing boards/nursing jurisdictions, you will need to copy the form and forward the form to those nursing boards/nursing jurisdictions. Call the state/nursing jurisdiction to inquire about their verification procedure and required fee.

For Internationally licensed nurses: If you currently have or have ever held a nursing license, or been granted authority to practice from a country other than the United States, you must request a verification of licensure from that state, country, province or territory. Verification must come directly from the licensing authority. We will also accept a license verification contained in a Credential Evaluation Service (CES) Full Education course-by-course report from the Commission on Graduates of Foreign Nursing Schools (CGFNS), the Educational Records Evaluation Service, Inc. (ERES) or the International Education Research Foundation, Inc. (IERF). The verification of licensure must be contained in the CES and must have been validated within **one year** of the date the application for endorsement is filed with the Texas Board of Nursing. You may access this service by going to one of the following websites: www.cgfns.org, www.eres.com, or www.ierf.org.

IMPORTANT: *Verification of licensure must be received from **ALL** states/provinces/territories and/or countries to obtain permanent licensure in the State of Texas. We recommend that you check with each nursing board regarding fees and/or other criteria. Note: A copy of the nursing license(s) is not considered to be an official verification.*

The length of the application process for permanent license depends on how long it takes for all states/provinces/territories and/or countries of licensure to submit the verification form(s) directly to the Texas Board of Nursing and to receive results from both the FBI/DPS check, and the NJE. This application and all other documentation are valid for **one (1) year** starting from the date the paperwork was received in our office. Therefore, the process must be completed within this time frame, or you will have to complete a new application, submit a new fee, along with other requirements as needed.

Note: The only exception is the criminal history results which are valid indefinitely so long as final results were received from both DPS and the FBI.

Applicants may check the status of their applications online at www.bon.texas.gov/olv/applstatus.html and view the items that have been received or are still pending.

LVN/LPNs also REGISTERED NURSES AND ADVANCED PRACTICE NURSES: *You will need to submit a separate RN or APRN applications in order to have authority to practice as a Registered Nurse or Advanced Practice Nurse. Check our website for more information at <http://www.bon.state.tx.us>.*

FAQs - Multistate Recognition - Nurse Licensure Compact

1. How and Why Did The Nurse Licensure Compact Begin?

The United States Congress passed the Telecommunications Act of 1996 in response to the rapidly increasing practice of healthcare by electronic means. The Telecommunications Act called for development of standards and an infrastructure for telecommunications in healthcare. The nursing regulatory model in place at that time required a nurse to obtain licensure in each state where the nurse wished to practice. In addition to the obvious bureaucratic constraints of this model, the Texas Board also had no authority to take action against a nurse's license if a patient in Texas was harmed by a nurse practicing remotely in another state.

In response to the mandate of the Telecommunications Act, the National Council of State Boards of Nursing (NCSBN) embarked on a 3-year journey to develop a model of Multistate nursing licensure recognition that would "remove regulatory barriers to increase access to safe nursing care." The RN and LPN/VN Nurse Licensure Compact began January 1, 2000, when it was passed into law by the first participating states: Maryland, Texas, Utah and Wisconsin.

2. How Does This Multistate Licensure Model Work?

It is very similar to the driver's license model. A person holding a driver's license in his/her home state is permitted to drive in other states without applying for a driver's license in every state he/she drives through. Though requirements for a driver's license are similar across states, each state may determine and vary its own licensure requirements. The Nurse Licensure Compact is similar in that it allows a nurse licensed in one "home" compact state to practice in a party compact state without seeking an additional nursing license. Another similarity to the driver's license model is that the Nurse Licensure Compact is implemented through laws passed by the legislature of each participating state. The essence of any state Compact law must permit the nursing board of that state to recognize individuals licensed as nurses from other participating compact states.

In order to enjoy the multistate licensure privilege, the Compact requires that the nurse be licensed in the state in which he/she permanently resides. This license is known as a home state license. The nurse must meet the licensure criteria of his/her home state in order to obtain and retain multistate licensure recognition (MSR) privileges on his/her home state nursing license.

Other states belonging to the Nurse Licensure Compact are known as "Party" states because their state governments have also agreed to recognize nurses licensed in other compact-member states. This recognition allows a nurse to practice in a party state on his/her home state license. A nurse practicing in another party state pursuant to the multistate privilege must comply with the state practice laws of the state in which the patient is located at the time care is given.

3. What Happens If A Nurse Moves To Another State?

A nurse can hold a home state license in only one state at a time. If a nurse changes permanent residence from one party state to another party state, then the nurse must relinquish licensure in the previous state of residence and apply for licensure in the new home state. Rule 220.2(f) permits a nurse to practice on a home state license other than Texas for a maximum of 90 days when the nurse is changing permanent residence. Under the Compact, the nurse may move back to his/her previous party state and re-establish

licensure or move to another party state and apply for licensure there.

If a nurse moves to a state that has not enacted or does not recognize the Compact, the previous home state license converts to a Single-State license valid only in the former home state. A single-state nursing license does not entitle the nurse to practice under multistate privilege in other party states.

4. What About Disciplinary Action Against A Nurse's License?

The Compact is enforceable as law and cannot be changed without the consent of all party states. In Texas, Chapter 304 of the Nursing Practice Act and Board Rule 220 establish the requirements regarding the Nurse Licensure Compact.

A nurse practicing in a party state will be subject to the nursing practice laws and regulations of that remote party state. The nurse must know and conform to the laws, rules and regulations affecting his/her practice in the remote party state. If a nurse violates the Nursing Practice Act (NPA) or rules of the party state, the nursing board of the party state may revoke or restrict the nurse's privilege to practice in that state, but cannot directly sanction the nurse's home state license.

Violations of nursing practice occurring in a remote party state will be reported to the nurse's home state nursing board. The home state nursing board will then investigate and take appropriate disciplinary action for a violation that occurred in a party state. Administrative procedures according to individual state law, including due process rights of a nurse, will apply to disciplinary proceedings related to violations occurring under a compact license privilege.

The shared goal of all US nursing boards is to protect public health and safety through the regulation and monitoring of nursing education and practice. A coordinated licensure information system called NURSUS promotes ongoing attainment of this goal through access to information on the licensing and disciplinary history of each nurse. A party state must submit information on any current significant investigation, action against a nurse's compact privilege, or any denials of applications for licensure.

5. What is the impact of the Nurse Licensure Compact?

Mutual recognition of a nurse's license in states belonging to the Compact increases nurse mobility and facilitates delivery of health care by innovative communication practices such as telenursing. Additionally, the Compact promotes the public health and safety by encouraging cooperative efforts among the party states in nurse licensing and regulation. As more state legislatures enact the Nurse Licensure Compact, the number of party states will increase and the nation will move closer to allowing one home state license to grant a nursing privilege nationwide.

For questions regarding the Compact or its impact on your nursing license, contact BON staff at (512) 305-6809 or e-mail via webmaster@bon.texas.gov. General questions about the Compact language or the concept of mutual recognition of licensure can be obtained from the National Council of State Boards of Nursing website at <https://www.ncsbn.org/156.htm>.

Texas Board of Nursing
 333 Guadalupe, Ste. 3-460, Austin, TX 78701-
 3944 Phone: 512-305-7400 -- Web Site:
www.bon.texas.gov

Verification of Licensed Vocational/Practical Nurse Licensure Form

A P P L I C A N T	APPLICANT: Complete this section of the form and forward it to the state in which you were licensed. There may be a fee charged for completion of this verification form. You may wish to contact the State Board before forwarding this form for completion.			
	Name: (Last, First, Middle) _____		Maiden Name _____	
	Address: (Street, City, State and Zip Code) _____			
	Name of Basic Nursing Program _____		Date of Graduation _____	
	Type of Basic Nursing Program: <input type="checkbox"/> VN/PN Program <input type="checkbox"/> Other _____			
	Original License No. _____	Date Issued _____	Social Security No. _____	
	I hereby authorize the _____ Board of Nursing to furnish the Texas Board of Nursing the information requested below.			
	Date: _____		Signature: _____	
DO NOT WRITE BELOW THIS LINE – FOR LICENSING AGENCY ONLY				
	This is to certify that the above named individual was issued license number: _____			
	to practice Vocational/Practical Nursing on: _____ <div style="text-align: center; font-size: small;">(Date of Licensure)</div>			
B O A R D	Licensed by:	Examination _____	Current licensure status:	Active _____
		Endorsement _____		Inactive _____
		Waiver _____		Delinquent _____ Date _____
	License Expires: _____			
	Has this license ever been encumbered in any way? (revoked, suspended, surrendered, restricted, limited, placed on probation) YES _____ NO _____ If yes, attach certified copy of order(s).			
	Examination results:	SBTPE/NCLEX form _____	Results _____	
		Board Constructed _____	Score _____	
	Nursing	Education	Program	completed: _____
	_____			Location: _____
	_____			Graduation Date: _____
	Was school of nursing <u>state</u> approved at the time of graduation? YES _____ NO _____			
	Is school currently open? YES _____ NO _____			
	(SEAL)		Signature: _____	
			Title: _____	

TEXAS BOARD OF NURSING
333 Guadalupe, Ste. 3-460, Austin, Texas 78701

VERIFICATION OF REGISTERED NURSE LICENSURE FORM

I. APPLICANT: To be completed by the applicant and forwarded to original state/province of licensure and ALL other appropriate licensing boards.

Name (Last, First, Middle, Maiden)		Previous Name(s)		
Current Address		City	State	Zip
Date of Birth (mo/day/yr)	Social Security Number	Basic Nursing Education Program -Type of Basic Nursing Program [] DIP [] ADN [] BSN [] OTHER		
Name as it appeared on original license issued by this state (Last, First, Middle, Maiden)		City where nursing program was located	State/Province	Date of Completion
State of Licensure	Issue date of Original Licensure	Original License Number		

II. LICENSING BOARDS: To be completed by licensing board(s) (other than original state/province of licensure) where you hold RN licensure and forward (**ENDORSEMENT**) to the Texas Board of Nursing

This is to certify that _____ was issued RN license number _____ Date Issued _____
_____ (Applicant)

Current Licensure Status: [] Active [] Inactive [] Lapsed Expiration Date: _____

Has license ever been encumbered (denied, revoked, suspended, surrendered, limited, placed on probation)? ** [] YES [] NO
** If yes, please send certified copies of Board actions.

III. ORIGINAL LICENSING BOARD: To be completed only by original state of licensure and forwarded to the Texas Board of Nursing (**EXAMINATION**)

Basic Nursing Education Program Completed						Approved by State/Province/Territory? [] YES [] NO	
Location (city/state/province)				Graduation Date		Type of Basic Nursing Program [] DIP [] AND [] BSN [] Other : _____	
STATE BOARD TEST POOL EXAMINATION FOR REGISTERED NURSES						NCLEX-RN®	CNATSE
	Medical Nursing	Psychiatric Nursing	Obstetric Nursing	Surgical Nursing	Nursing of Children	Comprehensive Exam	Comprehensive Exam
Score							
Series/ Form#							

Has license ever been encumbered (denied, revoked, suspended, surrendered, limited, placed on probation)? ** [] YES [] NO
** If yes, please send certified copies of Board actions.

Licensing Board must affix seal and sign document below

(SEAL)

Signature: _____

Title: _____

State: _____ Date: _____

FOR APPLICANTS RESIDING IN TEXAS

The Texas Department of Public Safety has entered into an exclusive contract with MorphoTrust, which operates over 80 IdentoGO Centers around Texas, to provide statewide electronic fingerprinting. The goal of the Fingerprint Applicant Services of Texas (FAST) Program is to provide convenient applicant fingerprinting services throughout the state of Texas. IdentoGO is committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. Appointments are available by scheduling on-line at <http://www.identogo.com> or by calling 1-888-467-2080. The cost of this service is \$9.95 plus a \$31.50 fee for the State and National Criminal History Record Information. Fees associated with the F.A.S.T. service may be paid online with a credit card or onsite with a check or money order made payable to MorphoTrust USA only. (Cash is not accepted.)

Here is how to get started:

1. **You will need to follow the instructions on the FAST Pass labeled 'Applicants Residing in Texas' to schedule an appointment** by logging on to the IdentoGO website, <http://www.identogo.com> or by calling 1-888-467-2080. If you are scheduling by phone, you will need to request an **"Electronic Fingerprint Submission"** appointment.

When scheduling an appointment you will be prompted by IdentoGO for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address.

✦ *Requested data is required by the TXDPS and the FBI to process the background check.*

2. All necessary fields on the FAST Pass must be completed. You will need to bring the completed FAST Pass and valid State Issued Identification to your appointment. During the fingerprint appointment you will be prompted for Social Security Number and Driver License Number. You are also required to have your photograph taken at the time of the appointment.

✦ *Requested data is required by the TXDPS and the FBI to process the background check.*

3. Once the appointment is completed you will be provided with a signed receipt which includes the Tracking Control Number (TCN), please retain this receipt for your records.
4. The fingerprints, demographic information, and photograph will be sent to TXDPS for processing and returned to the BON via a Secure Website account.



Fast Pass Applicants Residing In Texas Texas Board of Nursing

This document is your *FAST Fingerprint Pass* for a state and national criminal history record check. Please schedule a fingerprint appointment by visiting <http://www.identogo.com> or by calling 1-888-467-2080. When scheduling an appointment you will be prompted by Identogo for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. During your Fingerprint appointment you will also be prompted for Social Security Number and Driver License Number. Requested data is required by the Texas Department of Public Safety to process your background check.

These data elements have been omitted from this document in order to better protect the security of your personal information. You may pay for *FAST* services online with a credit card or onsite with a check or money order only made payable to MorphoTrust USA. (Cash is not accepted.) Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

1. Logon to <http://www.identogo.com>
2. Select: **Texas**
3. Select: **Online Scheduling**
4. Select: **English or Espanol**
5. Enter: **First and Last Name**
6. Select: **All Others**
7. Select: **Option A – Electronic Submission**
8. Select: **Yes, I have a FAST Fingerprint Pass**
9. Enter: **TX920440Z**
10. Enter: **Application ID**
11. Follow the prompts to enter requested information
12. Bring this completed form with you to your appointment

Section One: Qualified Entity Information

ORI#: TX920440Z

Original TCN: _____
(If resubmission for rejected fingerprints)

Agency/Entity/Organization Name: Texas Board of Nursing

Section Two: Applicant Name (To be completed by applicant)

Last: _____ First: _____ Middle: _____
(Please print) (Please print) (Please print)

Section Three: Waiver Information (To be completed and signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Signature: _____ Date: _____

Section Four: Service Center Information (To be completed by FAST Enrollment Agent)

Date Prints Taken _____ Amount Charged For Service: \$41.45
Paid by: ☐ Check ☐ Money Order ☐ Visa ☐ MasterCard ☐ Billing Acct _____

TCN: _____

☐ I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION; I HAVE FINGERPRINTED THE SAME PERSON.

E.A. Name: _____ E.A. Signature: _____
(Please print)



FOR APPLICANTS RESIDING OUTSIDE TEXAS

The Texas Department of Public Safety has entered into an exclusive contract with MorphoTrust, which operates over 80 IdentoGO Centers around Texas, to provide statewide electronic fingerprinting. The goal of the Fingerprint Applicant Services of Texas (FAST) Program is to provide convenient applicant fingerprinting services throughout the state of Texas. IdentoGO is committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. Appointments are available by scheduling on-line at <http://www.identogo.com> or by calling **1-888-467-2080**. The cost of this service is \$9.95 plus a \$31.50 fee for the State and National Criminal History Record Information. Fees associated with the F.A.S.T. service may be paid online with a credit card or onsite with a check or money order made payable to MorphoTrust USA only. (Cash is not accepted.)

Here is how to get started:

Applicants residing outside the State of Texas or the United States will follow the steps below:

- a) **A completed FAST Pass Form:** You will need to follow the instructions on the FAST Pass labeled 'Applicants Residing Outside of Texas' to register your ink card submission by logging on to the IdentoGO website, <http://www.identogo.com> or by calling **1-888-467-2080**. If you are scheduling by phone, please request an "Electronic Fingerprint Submission". **You will not schedule a fingerprint appointment; you are only registering your ink card submission.**

When registering your submission you will be prompted by for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address.

Individual's signature and registration identification number (RegID) must be on the FAST Pass form. Please print legibly.

- ✦ *Requested data is required by the Texas Department of Public Safety to process your background check. All the information requested on the form is required.*

A Completed Fingerprint Card: you will need to obtain a complete, legible set of fingerprints on a DPS approved fingerprint card which may be obtained from a local law enforcement agency, embassy or IdentoGo Service Center near you. You can visit <http://www.identogo.com> or call 1-888-467-2080 to locate an IdentoGo Service Center in your area to obtain an **ink card** for submission, or you can request one from the BONs website at <http://www.bon.texas.gov/olv/web-requests.asp>

*The cost for obtaining an ink card may vary and is not included in the Texas Background check fee. **Cards must be mailed to the vendor, fingerprints cannot be submitted electronically from outside the State of Texas.***

The following information regarding person whose record is to be searched, must be completed on the fingerprint card. Please print legibly:

- Printed last name, first name, middle name of individual, including all alias names.
- Sex, race, date of birth, Social Security Number.
- Individual's signature must be on the fingerprint card.

Mail Fingerprint Card and FAST Pass to:

MorphoTrust USA
Texas Cardscan Processing
1650 Wabash Avenue, Suite D
Springfield, IL 62704



Fast Pass Applicants Residing Outside of Texas Texas Board of Nursing

This document is your *FAST Fingerprint Pass* for a state and national criminal history record check. Please register your fingerprint submission by visiting <http://www.identogo.com> or by calling 1-888-467-2080. **When registering your fingerprint submission you will be prompted by Identogo for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth, Driver License Number and Home Address. Requested data is required by the Texas Department of Public Safety to process your background check.** These data elements have been omitted from this document in order to better

protect the security of your personal information. You may pay for *FAST* services online with a credit card or by mail with a check or money order only made payable to MorphoTrust USA. (Cash is not accepted.) Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

1. Logon to <http://www.identogo.com>
2. Select: **Texas**
3. Select: **Online Scheduling**
4. Select: **English or Espanol**
5. Enter: **First and Last Name**
6. Select: **All Others**
7. Select: **Option A – Electronic Submission**
8. Select: **Yes, I have a FAST Fingerprint Pass**
9. Enter: **TX920440Z**
10. Select: **Pay for Ink Card Submission**
11. Follow the prompts to enter requested information.
12. Write in: **RegID** _____
13. Mail in this completed form with your completed Fingerprint Card to the address below.

Section One: Qualified Entity Information

ORI#: **TX920440Z**

Original TCN: _____
(If resubmission for rejected fingerprints)

Agency/Entity/Organization Name: Texas Board of Nursing

Section Two: Applicant Name (To be completed by applicant)

Last: _____ First: _____ Middle: _____
(Please print) (Please print) (Please print)

Section Three: Waiver Information (To be completed and signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Signature: _____ Date: _____

Section Four: Fingerprint Cards and Payment

Your fingerprint cards must include the following personal data: Date of Birth, Sex, Race, Height, Weight, Eye Color, Hair Color, Place of Birth, Home Address, and Social Security Number. Requested data is required by the Texas Department of Public Safety to process your background check. Mail your card and payment (if not paid online) to:

MorphoTrust USA
Texas Cardscan Processing
1650 Wabash Avenue, Suite D
Springfield, IL 62704

RegID: _____
(provided at the end of online registration)

Amount Charged For Service: **\$41.45**

Paid by: ☐ Check/Money Order (mailed in) ☐ Credit Card (online)

Applicants wishing to verify that a fingerprint card has been processed may call (888) 467-2080 and speak with a customer service representative. Please allow 3 days from date of mailing before contacting MorphoTrust USA Enrollment Services regarding processing status.